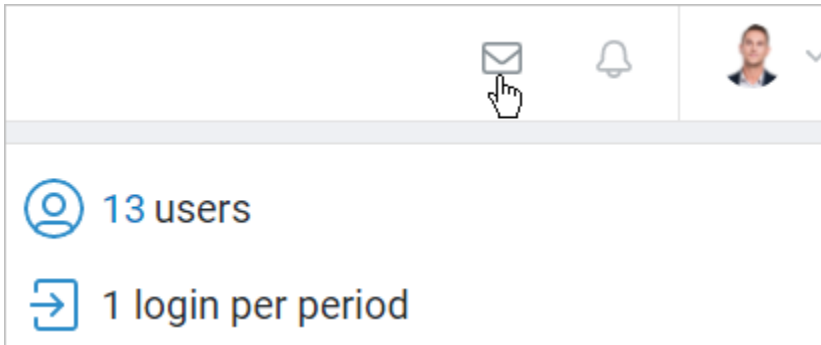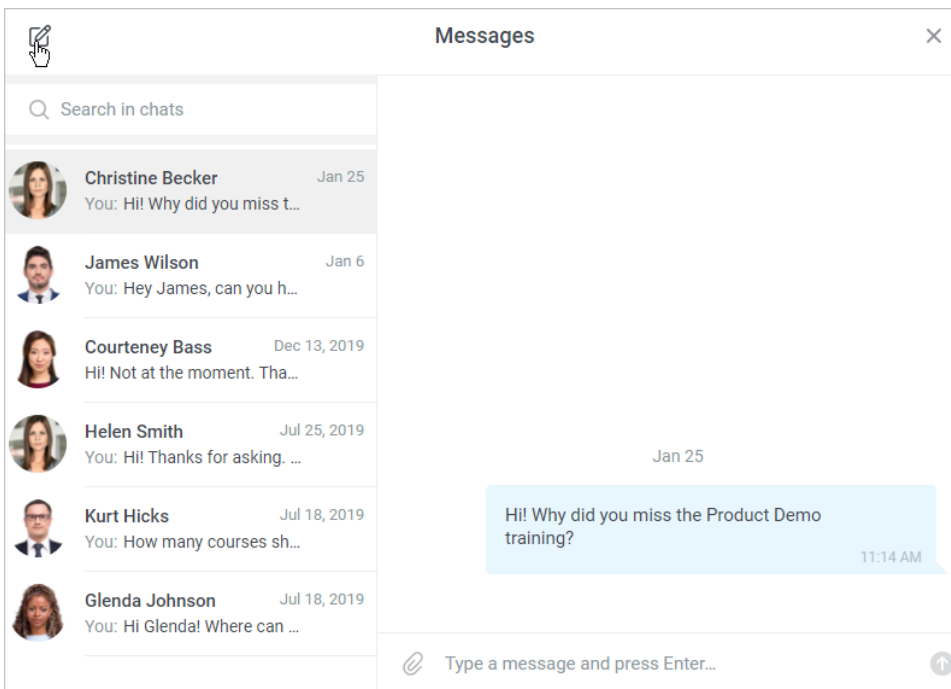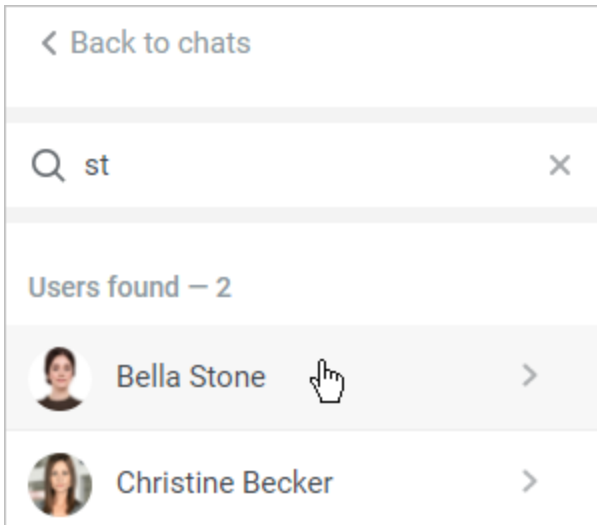# Exchanging Messages

To contact a user:

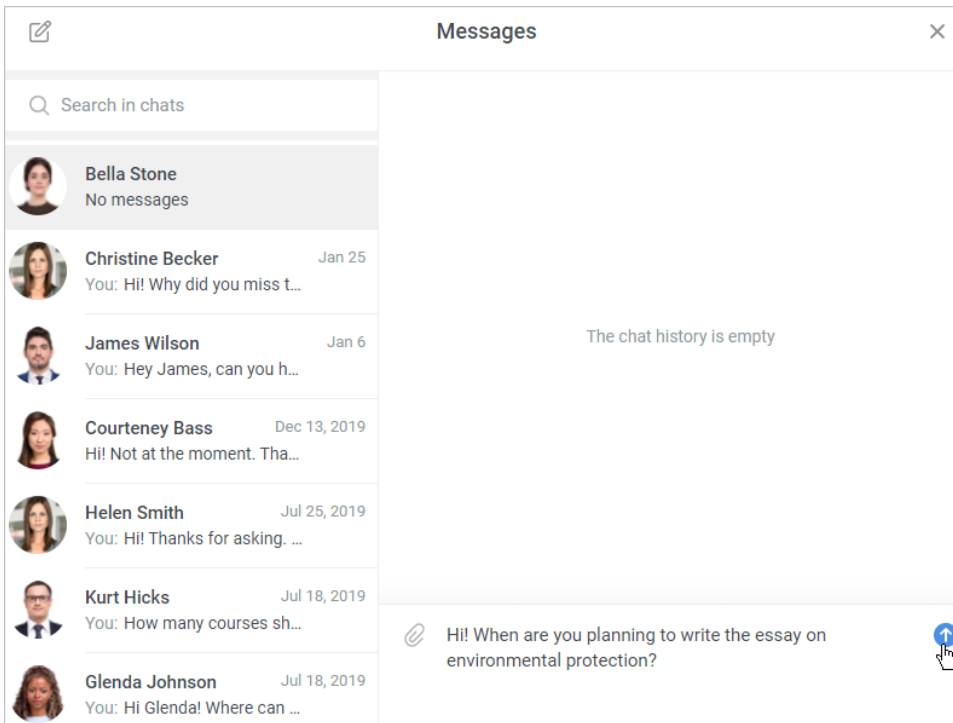1. Click on the envelope image on the top panel.
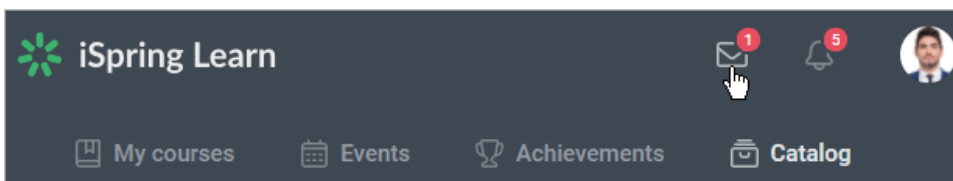

2. Then, hit the pen icon.

3. In the **Select recipients** window, choose the user you want to message. To do this, start entering the name, last name, login or email of the user and left-click the user who matches.

4. Next, type the message and send it.

5. The user will see a notification about your message in their account.

There's one more way to get in touch with a user.

1. Open the **Users** section and click on the user who you want to address.

2. On the **Edit user** page, click **Message**,

3. Finally, compose your message and send it to the user.

	Messages	✕

🔍 Search in chats

Bella Stone
No messages

Christine Becker Jan 25
You: Hi! Why did you mi…

James Wilson Jan 6
You: Hey James, can yo…

Courteney Bass Dec 13, 2019
Hi! Not at the moment. T…

Helen Smith Jul 25, 2019
You: Hi! Thanks for aski…

Kurt Hicks Jul 18, 2019
You: How many courses…

The chat history is empty

📎 Hi! When are you planning to write the essay on environmental protection?